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6 SEP 1968

## MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Benefits and Services Division--Office of Personnel  
6 September 1968 at 1500 Hours

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1. [ ] the new Division Chief, produced a chart indicating that the Division is made up of two staff elements, the Employee Activity Association and the Fund Drive Coordinator, and five branches: The Personnel Affairs Branch, Central Processing Branch, Incentive Awards Branch, Insurance Branch, and the Retirement Operations Branch.

2. In addition to the many functions of the Division, which were presented by viewgraph chart, and may be derived from the branch titles, the Division administers statutory benefits for the Agency. Among these are Workmen's Compensation, Overseas Medical Benefits, the Missing Persons Act, Federal Employee Group Life Insurance, etc.

3. A few of the statistics presented were:

a. Under the Overseas Medical Program, claims rose to [ ] at a cost of 250 thousand dollars for FY 1968. Corresponding figures for FY 1967 were [ ] at a cost of 242 thousand dollars.

b. Deaths over the past ten years have averaged 37 per year. Principle causes (in declining order of importance) were heart conditions, miscellaneous, accidents, cancer.

c. Federal Employee Compensation Act claims that were established only for the record numbered 372 in FY 1968 versus 353 in FY 1967. Two hundred and five claims were actually processed in FY 1968

d. There was about a 20 per cent increase in the Blood Donor Program last year -- 1690 pints.

e. In connection with Central Processing Branch, it was noted that travel processing was down for the year, probably due to travel restrictions, the effects of BALPA, etc.

f. With respect to the Honor and Merit Awards Program, it was noted that no award has yet been made of the Distinguished Intelligence Cross,

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although two or three recommendations have been submitted for it over the years.

Length of Service Awards for our September 1968 Annual Awards Ceremony will be given as follows:

10 years -	<input type="text"/>
15 years -	
20 years -	

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g. Suggestion Awards Program Twelve thousand six hundred and seventy dollars was awarded to Agency employees for 76 suggestions during FY 1968 wherein tangible savings to the Agency of 267 thousand dollars were evident.

h. Insurance Program With the cost of hospitalization continuing to rise, it is planned to change our health insurance program to allow full costs for semiprivate room and board for up to 90 days, in lieu of our present cost limitation of \$40 per day. The Insurance Branch is seeking a new concept plan, which might reduce administrative costs. The underwriter has been asked to come up with some possible new concepts in health insurance.

Agency employees have \$138, 151, 000 of life insurance in force through the Agency program. This breaks down roughly as:

	<u>No. Policies</u>	<u>Face Value</u>
UBLIC	<input type="text"/>	96, 888, 000
WEAPA		37, 263, 000
Contract Life		4, 000, 000

It is estimated that less than  of our people have UBLIC or WAEPA insurance. However, it is estimated that  per cent of our employees have some insurance, i.e. FEGLI or UBLIC/WAEPA.

i. The Employee Activity Association now has 3,714 members. The total membership continues to gradually increase.

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4. [redacted] closed his presentation by noting that the Division Table of Organization [redacted] and the current on-duty strength is approximately at this figure.

5. The briefing adjourned at 1550.



Special Assistant to the  
Deputy Director for Support

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